



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 70-4	Subject: SLEEPING AREAS
Chapter: PHYSICAL PLANT	Page 1 of 2
Applicable ACA Standards: 3-JCRF-2C-01, 3-JCRF-2D-02, 3-JCRF-2E-09, 3-JCRF-3A-11	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

I. CENTERS DIRECTIVE:

To create a safe, healthy, and humane environment, the facility shall conform to the latest requirements of applicable fire, building, health, and zoning codes or ordinances in their design, constructions, and operation. The facility shall meet minimum space and living condition requirements as outlined in this document. This procedure will be reviewed annually.

II. DEFINITIONS:

Unencumbered Space – Usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered space is no less than seven feet. Unencumbered space is determined by multiplying the length and width of the room and subtracting from this figure the total number of square feet not occupied by bed(s), plumbing fixtures, desk(s), locker(s), and other fixed equipment.

III. PROCEDURE:

- A.** Sleeping areas must have some degree of privacy for juveniles.
- B.** Each sleeping area must have, at a minimum, the following facilities and conditions
 - 1. Sanitation facility including access to toilet facilities that are available for use, without staff assistance 24 hours a day.
 - 2. A washbasin with hot and cold running water.
 - 3. A bed, mattress, pillow, and adequate storage space for clothes and personal belongings. Desks and chairs/stools are available for use upon request.
 - a. The bed should be elevated from the floor and have a clean, covered mattress with blankets, as needed.
 - 4. Temperatures that are appropriate to the summer and winter comfort zones.
- C.** Male and Female residents are housed in separate centers.

IV. CLOSING:

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Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

None

VI. ATTACHMENTS:

None